



Entry-Level Firefighter Examination Packet

Examination Date: September 7, 2013

## **NOTICE OF CIVIL SERVICE EXAMINATION**

### **ENTRY-LEVEL FIREFIGHTER** **City of Cedar Park, Texas**

The City of Cedar Park will conduct a Civil Service Examination in order to establish an Eligibility list for hiring Entry-Level Firefighters. Candidates interested in taking the Civil Service Entry-Level Firefighter Examination must complete an online application by Friday, August 23, 2013 at 12:00pm. **While completing the on-line application, candidates must also attach as a single document (to the on-line application) the following documents in the section labeled "Resume/Other Documents":**

- Copy of Valid Driver's License
- Copy of High School Diploma, official transcript or Equivalency Certificate (G.E.D.) certified by the Issuing Agency (i.e. TEA). College diplomas or transcripts will not substitute.
- Copy of Military Discharge Papers (DD-214), Member 4 copy; must indicate discharge status (i.e.: honorable, general, dishonorable, etc.)
- Copy of:
  - Certification issued by the Texas Commission on Fire Protection,
  - **Or** evidence of eligibility for certification (i.e. grading sheet from Texas Commission on Fire Protection indicating a passing score on written and practical examinations for basic firefighter certification).
  - **Or** evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission on Fire Protection.
- Copy of:
  - An EMT certificate issued by the Texas Department of State Health Services,
  - **Or**, National Registry
  - **Or**, evidence of current enrollment in an EMT course approved by the Texas Department of State Health Services.

**In such case that you are not able to attach the documents to the on-line application, you may send the documents via fax to (512) 401-5251 or email at [Chantele.Bluiett@cedarparktexas.gov](mailto:Chantele.Bluiett@cedarparktexas.gov) or [hr@cedarparktexas.gov](mailto:hr@cedarparktexas.gov) .**

<b>EXAMINATION INFO:</b>	<b>DATE:</b>	<b>Saturday, September 7, 2013</b>
	<b>TIME:</b>	<b>9:00 AM</b>
	<b>PLACE:</b>	Henry Middle School Cafeteria 100 N. Vista Ridge Blvd. Cedar Park, TX 78613

**APPLICATION DEADLINE:** Friday, August 23, 2013, 12:00 PM

**ON-LINE APPLICATION:** [www.cedarparktexas.gov](http://www.cedarparktexas.gov)

**ELIGIBILITY LIST:** The Eligibility List established through this testing will be effective for twelve months from the date of the test or until the list is exhausted, whichever comes first.

#### **"Certificate"**

**Notice was posted in the Lobby of City Hall of the City of Cedar Park, Texas on the 2<sup>nd</sup> day of August, 2013 by 5:00 p.m.**

Candidates interested in taking the Civil Service Examination for Entry-Level Firefighter Examination must meet the minimum qualifications listed below:

- Be at least nineteen (19) years of age and not more than thirty-five (35) years of age at the time of hire.
  - Be a graduate of an accredited high school or have an equivalency certificate certified by the issuing agency, (i.e. Texas Education Agency).
  - Be a citizen of the United States by birth or naturalization.
  - Have a valid Texas driver's license at the date of hire.
  - Successfully pass a physical agility test, complete a background investigation, and a post-job offer psychological examination and medical examination, which include passing a visual acuity test and physician certification that the applicant is not dependent on and does not use illegal drugs.
  - Be certified or certifiable as a firefighter as established by the Texas Commission on Fire Protection and as an Emergency Medical Technician Basic or higher by the Texas Department of State Health Services at the time of appointment. Applicant shall provide evidence of certification or eligibility of certification before the appointment date.
  - Other requirements as set forth in the City of Cedar Park Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations, the City of Cedar Park Employee Policy guide, and the Texas Commission on Fire Protection. For complete list of minimum qualifications, see "Minimum Qualifications for Entry-Level Firefighter" listed below
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#### **APPLICATION PROCESS:**

Candidates interested in taking the Civil Service Entry-Level Firefighter Examination must complete an online application by Friday, August 23, 2013 at 12:00pm. **While completing the on-line application, candidates must also attach as a single document (to the on-line application) the following documents in the section labeled "Resume/Other Documents":**

- Copy of Valid Driver's License
- Copy of High School Diploma, official transcript or Equivalency Certificate (G.E.D.) certified by the issuing Agency (i.e. TEA). College diplomas or transcripts will not substitute.
- Copy of Military Discharge Papers (DD-214), Member 4 copy; must indicate discharge status (i.e.: honorable, general, dishonorable, etc.)
- Copy of:
  - Certification issued by the Texas Commission on Fire Protection,
  - **Or** evidence of eligibility for certification (i.e. grading sheet from Texas Commission on Fire Protection indicating a passing score on written and practical examinations for basic firefighter certification).
  - **Or** evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission on Fire Protection.
- Copy of:
  - An EMT Basic certificate issued by the Texas Department of State Health Services,
  - **Or**, National Registry
  - **Or**, evidence of current enrollment in an EMT Basic course approved by the Texas Department of State Health Services.



For help with the on-line application please contact the HR Department at 512-401-5250. **In such case that you are not able to attach the documents to the on-line application, you may send the documents via fax to (512) 401-5251 or email at [Chantele.Bluiett@cedarparktexas.gov](mailto:Chantele.Bluiett@cedarparktexas.gov). or [HR@cedarparktexas.gov](mailto:HR@cedarparktexas.gov).**

Upon completion of the online application, you will receive an automatic response indicating that your application has been received. The Human Resources Department will then review your application for completeness and will verify all necessary documents have been attached. A second email will be sent to advise you:

- your application is complete making you eligible to take the Civil Service Examination

Only applicants who receive a notification that their application is complete will be eligible to take the Civil Service Entry-Level Firefighter Examination.

The Eligibility List established through this testing process will be effective for twelve months from the date of the test or until the list is exhausted, whichever comes first.

**Study guide – [Entry Level Firefighter Study Guide](#). It is the applicant's responsibility to download the study guide from the City website in the Human Resources Job Opportunities page; guides will not be mailed to applicants.**

#### **EXAMINATION INSTRUCTIONS:**

**CHECK IN** - Sign-in will begin promptly at **8:20 AM**. Testing will begin promptly at **9:00 AM**. An applicant shall be checked in and provide proof of identity with a valid Driver's License:

- No one will be allowed to enter the room after 9:00 AM.
- If you are not at the testing site and signed-in when testing starts, you will not be allowed to take the examination. The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Civil Service Director.

#### **POLICY**

- No pagers, cell phones, calculators or similar equipment will be allowed in the test area. **DO NOT BRING THESE ITEMS INTO THE TESTING SITE**, failure to follow directions will be means for removal from the hiring process.
- You will not be permitted to leave the building after the examination has started and will be required to remain in the room until your exam is turned in.
- Smoking shall not be prohibited in the testing area.
- Dishonesty - An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Civil Service Director.

#### **CONSIDERATIONS**

- Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing test score of 70% or better shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section.

- Any request for accommodation for the examination process shall be made in writing to the Civil Service Director at least 48 hours in advance of the date of the written examination. For more information, please contact the Civil Service Director at (512) 401-5254.

### **POSTING OF SCORES**

Examination scores (written score + veterans points, if applicable) will be posted at City Hall, Building #1, 1<sup>st</sup> floor (450 Cypress Creek Rd., Cedar Park, TX) by the end of the next business day.

- Unofficial written examination scores (without veterans points, if applicable) will be made available immediately after the examination.

Cancellation or postponement of entrance examination - The Civil Service Commission or Civil Service Director may cancel or postpone a scheduled entrance examination for sufficient cause.

Failure to follow the directions given in this notification may disqualify you from further consideration for employment.

### **MINIMUM QUALIFICATIONS FOR ENTRY LEVEL FIREFIGHTER:**

An applicant for Entry-Level Firefighter shall meet the following criteria in order to be considered for a position:

- a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- b) Successfully complete the physical ability test;
- c) Pass a background investigation;
- d) Pass oral interviews;
- e) Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs;
- f) Be at least nineteen (19) years of age and not more than thirty-five (35) years of age at the time of hire;
- g) Be a graduate of an accredited high school or have an equivalency certificate;
- h) Have a valid Texas driver's license at the date of hire;
- i) Be a citizen of the United States by birth or naturalization;
- j) Be able to read, write, and speak the English language;
- k) Be of good moral character;
- l) Be certified as a basic firefighter or certifiable at time of appointment, as established by the Texas Commission on Fire Protection and the Texas Department of State Health Services. At or before the time of entrance examination, applicants shall provide either:
  - (1) Certificate issued by the Texas Commission on Fire Protection, or
  - (2) Evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission of Fire Protection;
- m) Be certified as EMT-Basic or higher by the Texas Department of Health at time of appointment. At or before the time of entrance examination, applicants shall provide either:
  - (1) an EMT Certificate issued by the Texas Department of State Health Services or national registry; or

(2) evidence of current enrollment in an EMT course approved by the Texas Department of State Health Services.

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